

The following guidelines have been developed to protect those who give and receive donated goods in Lake County during the COVID-19 pandemic.

Information for donors:

1. Do not donate physical goods if you or anyone in your household have had symptoms or tested positive for COVID-19 in the past 30 days.
2. Provide donations using no-contact donation methods (see below).

Information for organizations receiving donations:

1. Encourage staff or volunteers who are sick to stay home.
 - Ask staff and volunteers to check their temperature and assess themselves for symptoms each day before reporting for a shift.
 - Symptoms of COVID-19 include:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - Educate staff and volunteers on symptoms of COVID-19 and instruct them to stay home if sick, and immediately go home if symptoms develop during their shift.
 - If staff or volunteers are sent home or do not come into work due to COVID-19 symptoms, emphasize the need to isolate at home until evaluated and given recommendations by their healthcare provider.
 - Follow the Lake County Health Department's [Guidance for Non-Clinical Worksites \(Spanish translation\)](#) if a staff/volunteer tests positive.
2. Implement social distancing and infection control practices with all staff, volunteers, and donors to limit the spread of COVID-19.
 - Ensure that hand soap and alcohol-based hand sanitizer are readily available.
 - Ensure that all staff and volunteers:
 - Wash hands often and for at least 20 seconds.
 - Use hand sanitizer if soap and water are not available.
 - Avoid touching the eyes, nose or mouth with unwashed hands.
 - Wear a mask if directed by state or local requirements.
 - Wear a mask and gloves when handling donated goods.
 - Wash hands or use alcohol-based sanitizer thoroughly after receiving donations and/or removing gloves.
 - Seek medical advice immediately if fever or other symptoms arise during shift.

- Maintain social distancing (maintaining a 6-foot distance from others) whenever possible.
 - Do not assign more than 10 staff to work in one area at a time.
 - Use tape or signs to help employees stay six feet apart.

3. Utilize no-contact methods to receive donations.

- Offer curbside drop-off at designated, outdoor areas.
- Donors should stay in their vehicles and open their trunks, and staff/volunteers should remove donated items for them.
- Place donated goods in a designated location to be disinfected before storage or distribution.

4. Clean and sanitize items once received.

- Hard surfaces: plastic, wood, metal, hard toys, etc.:
 - Wipe down items with an alcohol-based wipe containing at least 60% alcohol.
- Books:
 - Wipe down book covers with an alcohol-based wipe containing at least 60% alcohol.
 - Keep books boxed for at least 24 hours prior to dissemination.
- Electronics:
 - Follow manufacturer's guidance for cleaning and disinfection.
 - If no guidance is available, use alcohol-based wipes or sprays containing at least 60% alcohol. Allow surface to dry completely.
- Soft surfaces: clothing, shoes, linens, soft toys:
 - Do not shake out clothes or other items: this will minimize the chance of dispersing the virus through the air.
 - If possible, launder items using the highest temperature setting appropriate for those items and dry completely.
 - Add a laundry sanitizer if available.
 - If laundry is unavailable, instruct recipients to launder items in hot water and thoroughly dry prior to use.
- Soft surfaces: furniture, carpets, upholstery:
 - Vacuum furniture to remove debris.
 - Follow fabric care instructions on the tag. Items that can be laundered should be washed and dried at the highest temperature indicated on the tag.
 - Deep-clean carpets with carpet shampoo machine or a steam cleaner.
 - Use a steam cleaner on other porous surfaces.
- Food:
 - Follow standard food safety guidelines for received food.
 - According to the U.S. Food and Drug Administration (FDA), "There is currently no evidence of human or animal food for food packaging being associated with transmission of the coronavirus that causes COVID-19."
 - If you would like to take extra precautions, you can wipe down donated products and let air dry before distributing.
 - Do not use bleach or disinfectant on produce.

- Once an item has been sanitized, move them to a clean location, away from items that have not been sanitized to prevent recontamination.

Information for individuals receiving donated goods:

1. Clean and sanitize items once received.
 - Follow the [cleaning and disinfecting guidelines outlined for organizations receiving donations](#).
2. Wash hands or use hand sanitizer after accepting donated goods.
 - After receiving donated goods, wash your hands with soap and water for at least 20 seconds.
 - If soap and water are not available, use a hand sanitizer containing at least 60% alcohol.

Resources:

- <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/essential-goods-services.html>
- <https://www.fda.gov/food/food-safety-during-emergencies/best-practices-retail-food-stores-restaurants-and-food-pick-updelivery-services-during-covid-19>
- <https://www.ims.gov/webinars/mitigating-covid-19-when-managing-paper-based-circulating-and-other-types-collections>
- <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>